

**Sub :- Implementation of suo motu disclosure under section 4 of RTI Act, 2005. Parawise/point wise submission regarding Excise department, Daman duly updated upto 17/07/2015**

**Chapter No.I** - suo motu disclosure of more items under section 4 – information regarding GDD Excise Duty Act & Rules, 1964 and Medicinal & Toilet Preparation Act, 1955 and the Amendments made there under from time to time are disclosed on the web site of NIC of this Administration.

**1.1 Information related to the procurement –**

1.1.1 This department has not made any purchase this year from Kendriya Bhandar/NCCF through DGS&D rate contract.

**1.2 Public Private Partnerships –**

1.2.1 This is not applicable to this department.

**1.3 Transfer policy and transfer orders :-**

1.3.1 Matter regarding transfer policy of different grade/cadre employees is dealt by Personnel Department, Secretariat, Daman and hence it is not applicable to this office.

**1.4 RTI Applications –**

1.4.1 Information under section 4 of RTI Act of this department is made available on the web site of NIC of this Administration.

**1.5 CAG & PAC Paras -**

1.5.1 This para is not applicable to this department.

**1.6 Citizen Charter -**

1.6.1 Citizen Charter of this department is placed on the web site of NIC of this Administration updated from time to time.

**1.7 Discretionary and Non-discretionary grants –**

1.7.1 Not applicable of this department.

**1.8 Foreign Tours of PM/Ministers –**

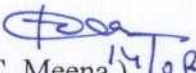
Not Applicable

**Guidelines for digital publication of proactive disclosure under section 4**

Guidelines given under this regard are noted and it is submitted that digital publication for the department is being done through NIC website and the disclosure about the detail information of the department is made on this website till the time website of the department is created/developed.

**3.0 Guidelines for certain clauses of section 4 (1) (b) to make disclosure more effective -**

Guidelines given under this chapter will be followed by the department while attending fresh applications received under RTI Act.

  
( R.C. Meena )  
Deputy Commissioner of Excise,  
Daman

**ADMINISTRATION OF DAMAN & DIU  
EXCISE DEPARTMENT, DAMAN**

**(i) The Particulars of its Organization, Function and Duties.**

Organization Structure  
Secretary (Taxation) (Excise & VAT)  
Joint Secretary (Taxation)  
Commissioner of Excise  
Deputy Commissioner of Excise  
Excise Inspectors  
Excise Guards  
Asstt. Excise Guards

There are total 8 units for manufacture of liquor/beer in the District of Daman.

There are 20 units for manufacture of medicinal and toilet preparation in Daman District.

There are 5 out posts and 5 check post in Daman District.

The number of licenses for sale of IMFL and CL in Daman District are as under :-

1. Wholesale of IMFL – 49
2. Wholesale of CL – 44
3. Retail sale of IMFL and CL for consumption on premises (Bar & Restaurant including Hotels – 262
4. Retail sale of IMFL and CL of pack bottles – 59

Revenue collection of the department of Excise of Daman & Diu for last five years is as under :-

Sr. No.	Year	Rs. In crores
1	2010-2011	114.47
2	2011-2012	120.61
3	2012-2013	131.48
4	2013-2014	198.90
5	2014-2015	219.70
6	2015-16 upto June, 2015	72.39

**The Vision of Excise Department**

To facilitate smooth and easy access to the persons approaching the department for dealing different matters.

Mission

- a) To enforce the Excise Laws & Rules to check violation of various provisions of Goa, Daman & Diu Excise Duty Act, 1964 by any licensee.
- b) Medicinal & Toilet preparation Act, 1955.
- c) And to see that there is no any evasion of Excise Duty.

**i) Functions & Duties.**

To regulate the production, Sale and collection of revenue on excisable goods within the Union Territory of Daman & Diu and to check and supervise the process of manufacture sale and collection of duty and proper functioning of all the distilleries, breweries and licensed vendors of wholesale and retail sale of liquor in the territory as well as import/export of the said excisable goods from the territory.

The Department is dealing mainly with the work related to license holders of Distilleries/Breweries/Wholesale licenses/Retail Licenses for manufacture & Sale of Liquor respectively as per Goa, Daman & Diu Excise Duty Act & Rules, 1964 & Medicinal & Toilet Preparation Act, 1955.

- a) Issue of Licenses for retail sale of IMFL & CL to 'A' & 'B' CatExcise Guardory Hotels
- b) Renewal of all kinds of licenses every year thereby collecting the requisite license fee.
- c) Issue of permission for import and sale of Foreign Liquor to the existing licensee on payment of prescribed fee.

**(ii) The powers and duties of its officers and employees :-**

- a) The powers under the Goa, Daman & Diu Excise Duty Act, 1964 is vested in the Commissioner of Excise. He can delExcise Guardate his powers to the subordinates Officers/Officials to discharge various functions of the Excise Act in force.
- b) The Deputy Commissioner of Excise is head of office and Drawing and Disbursing Officer for the department.

**(iv) The norms set by the department for the discharge of its functions:-**

Time limit for disposal of cases by the department.

The department of Excise is following citizen charter to redress public grievances.

Sr. No.	Service Rendered	Procedure	Time Limit	Penalties/ License fee	To Whom to Contact	Remarks
1	2	3	4	5	6	7
15.1	Permit for transport of duty paid liquor in Form E-7	Application in Form E-I	Same day	Permit may be cancelled	Excise Inspector and Excise Sub Inspector	
15.2	Import Permit in Form E-2	Application in Form E-1	Within Three Days	Court fee Stamp of Rs. 10/-	Asstt. Commissioner of Excise/Excise Inspector	
15.3	Export Permit in Form E-4	Application in Form E-3	Within Three Days	Court fee Stamp of Rs. 10/-	Asstt. Commissioner of Excise/Excise Inspector	
15.4	Liquor License for retail sale of liquor for consumption purpose in Form E-25	Application in Form E-28 with relevant documents	One month	License fee Rs.1,00,000/- for A Grade and Rs.50,000/- for B Grade Hotels	Asstt. Commissioner of Excise/Excise Inspector	New licenses are granted to only A and B catExcise Guardory Hotels for consumption purpose.
15.5	Transfer of liquor licensed premises	Application with relevant documents under Rule 104	One month	CatExcise Guardory wise fee as prescribed under the notification date 17/07/2013	Commissioner of Excise	
15.6	Partnership in liquor license	Application with relevant	One month	CatExcise Guardory wise fee as	Commissioner of Excise	

		documents under Rule 104		prescribed under the notification date 12/06/2015		
15.7	Permit for possession of liquor in Form E-9	Application in Form E-8	Within three days	-----	Commissioner of Excise	
15.8	Recording of Labels of different brands of Liquor/Beer	Application with relevant documents under Rule 16	Within 10 days	Recording fee of Rs.6655/- per label of brands imported by wholesaler	Commissioner of Excise	
15.9	Permission for serving liquor for Wedding Occasion	Application with relevant documents	Within 07 days	Rs.2500/- per 24 Hours as per notification dated 17/07/2013	Commissioner of Excise	
16.0	Permission for additional warehouse	Application with relevant documents	within 15 days	Rs.25,000/- for each warehouse as per notification dated 12/06/2015	Commissioner of Excise	
16.1	Liquor license for wholesale and retail sale of Foreign Liquor (BIO)	Application in Form E-28 with relevant documents	One month	Fee of Rs.1,00,000/- for A catExcise Guardory, Rs.50,000/- for B catExcise Guardory Hotels, 50,000/- for wholesale licenses and Rs.50,000/- for Bar & Restaurant and other shops	Commissioner of Excise	
16.2	Recording of Labels of different brands of imported Liquor/Beer	Application with relevant documents as per Rule 16	Within 10 days	Recording fee of Rs.10,000/- per label of brands imported by wholesaler	Commissioner of Excise	
16.3	Import Permit in Form E-2 for import of Foreign liquor	Application in Form E-1	Within Three Days	Court fee Stamp of Rs. 10/-	Asstt. Commissioner of Excise/Excise Inspector	

**(V) The rules, rExcise Guardulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions :-** This department is following the below mentioned Act and Rules/RExcise Guardulation for discharging its function

:

- a) The Goa, Daman & Diu, Excise Duty Act & Rules 1964.
- b) The Medicinal & Toilet preparation Act, 1955

**(VI) A directory of its officers and employees :** List of all the officers/ officials working in the department

1. Smt. Mitali Namchoom, IAS , Commissioner of Excise, Daman & Diu
2. Shri R.C. Meena, DANICS, Deputy Commissioner of Excise, Daman
3. Shri L. M. Vaghela, Excise Inspector (Establishment)
4. Shri Suraj S. Halpati, Excise Inspector (Station)
5. Shri R. R. Mahyavanshi, Excise Inspector
6. Shri Vijay B. Halpati, Excise Inspector
7. Shri S. D. Dhodi, Excise Sub Inspector
8. Shri Dipak V. Nigam, Excise Sub Inspector
9. Shri Hemant N. Rajput, U.D.C.
10. Smt. Chitra T.M., U.D.C.
11. Shri Rupesh. P. Solanki, L.D.C.
12. Smt. Tehmeena N. Kalia, Data Entry Operator
13. Shri Raju B. Halpati, Peon
14. Arvind H. Patel, Excise Guard
15. Dhiru B. Halpati, Excise Guard
16. Harshad K. Sagar, Excise Guard
17. Dinesh D. Halpati, Excise Guard
18. Ashok B. Patel, Excise Guard
19. Fernandes Eurico S. Excise guard
20. Narendra B. Kamli, Excise Guard
21. Agnelo Brun Jose Dos Remedios, Excise Guard
22. Fakir Mohammad, Excise Guard
23. Shri Uttam C. Patel, Asstt. Excise Guard
24. Shri Jayanti V. Ahir, Asstt. Excise Guard
25. Shri M. P. Mangela, Asstt. Excise Guard
26. Shri Abdul R. B. Peera, Asstt. Excise Guard
27. Shri Thakor C. Patel, Asstt. Excise Guard
28. Shri S. A. Makwana, Asstt. Excise Guard
29. Shri Bharat L. Patel, Asstt. Excise Guard
30. Wilfred Pedro Rosario, Asstt. Excise Guard
31. Shri Agnelo M. Lopes, Asstt. Excise Guard
32. Shri Thakor D. Patel, Asstt. Excise Guard
33. Shri Edwin Fernandes, Asstt. Excise Guard
34. Shri Jagdish D. Mitna, Asstt. Excise Guard
35. Shri Amrat D. Patel, Asstt. Excise Guard
36. Shri H. P. Pardikar, Asstt. Excise Guard
37. Shri Jagdish H. Patel, Asstt. Excise Guard
38. Shri Rui Gomes Dias, Asstt. Excise Guard
39. Shri Dilip Chibca, Asstt. Excise Guard
40. Shri Yogesh N. Mehesuria, Asstt. Excise Guard

41. Shri Tulsidas P. Mangela, Asstt. Excise Guard
42. Shri Raghunath B. Mitna, Asstt. Excise Guard
43. Smt. Ramilaben P. Baria, Asstt. Excise Guard
44. Shri Neelesh Mahendra, Asstt. Excise Guard
45. Shri Jignesh Hiralal Bhandari, Asstt. Excise Guard
46. Shri Pinalkumar Ganpatbhai, Asstt. Excise Guard
47. Shri Prakash Jiva Sikotariya, Asstt. Excise Guard
48. Shri Pravinkumar Ramji Bariya, Asstt. Excise Guard
49. Shri Tushar Laxman, Asstt. Excise Guard
50. Shri Ankit K. Patel, Asstt. Excise Guard
51. Shri Sunil P. Dhodia, Asst. Excise Guard

**(VII) The Monthly remuneration received by each of its officers and employees including the system of compensation as provided in its Excise Guardulations:**

1	Shri L. M. Vaghela, Excise Inspector (Establishment), Drawing salary from Excise Department, Diu	33785
2	Shri Suraj S, Halpati, Excise Inspector (Station), Drawing salary from Personnel Department, Daman	32500
3	Shri R. R. Mahayavanshi, Excise Inspector	39155
4	Shri Vijay B. Halpati, Excise Inspector	40194
5	Shri S. D. Dhodi, Excise Inspector	29936
6	Shri Dipak V. Nigam, Excise Sub Inspector	26613
7	Shri Hemantkumar N. Rajput, U.D.C.	35743
8	Shri Rupesh P. Solanki, L.D.C.	20298
9	Shri Raju B. Halpati, Peon	24562
10	Shri Arvind H. Patel, Excise Guard	27982
11	Shri Dhiru B. Halpati, Excise Guard	27982
12	Shri Harshad K. Sagar, Excise Guard	27982
13	Shri Dinesh D. Halpati, Excise Guard	27982
14	Shri Ashok B. Patel, Excise Guard	27982
15	Fernandes Eurico S. , Excise Guard	27982
16	Shri Narendra B. Kamli, Excise Guard	28192
17	Shri Agnelo Brun Jose Dos Remedios, Excise Guard	27959
18	Shri Suman B. Patel, Excise Guard	28169
19	Shri Fakir Mohammad, Excise Guard	27959
20	Shri Uttam C. Patel, Asstt. Excise Guard	29217
21	Shri Jayanti V. Ahir, Asstt. Excise Guard	29217
22	Shri M. P. Mangela, Asstt. Excise Guard	29007
23	Shri Abdul R. B. Peera, Asstt. Excise Guard	29217
24	Shri Thakor C. Patel, Asstt. Excise Guard	27424
25	Shri S. A. Makwana, Asstt. Excise Guard	29007
26	Shri Bharat L. Patel, Asstt. Excise Guard	27099

27	Shri Rosario W. Pedro, Asstt. Excise Guard	26108
28	Shri Agnelo M. Lopes, Asstt. Excise Guard	28205
29	Shri Raghunath B. Mitna, Asstt. Excise Guard	28205
30	Shri Thakor D. Patel, Asstt. Excise Guard	28205
31	Shri Edwin Fernandes, Asstt. Excise Guard	28415
32	Shri Jagdish D. Mitna, Asstt. Excise Guard	28205
33	Shri Amrat D. Patel, Asstt. Excise Guard	28415
34	Shri H. P. Pardikar, Asstt. Excise Guard	28205
35	Shri Jagdish J. Patel, Asstt. Excise Guard	28415
36	Shri Rui Gomes Dias, Asstt. Excise Guard	26175
37	Shri Dilip Chibca, Asstt. Excise Guard	26363
38	Shri Yogesh N. Mehesuria, Asstt. Excise Guard	25796
39	Shri Tulsidas P. Mangela, Asstt. Excise Guard	26006
40	Smt. Ramilaben P. Baria, Asstt. Excise Guard	20194
41	Shri Neelesh Mahendra Patel, Asstt. Excise Guard	18522
42	Shri Jignesh Hiralal Bhandari, Asstt. Excise Guard	18522
43	Shri Pinalkumar Ganpatbhai, Asstt. Excise Guard	18522
44	Shri Prakash Jiva Sikotariya, Asstt. Excise Guard	18522
45	Shri Pravinkumar Ramji Baraiya, Asstt. Excise Guard	18522
46	Shri Tushar Laxman, Asstt. Excise Guard	16930
47	Shri Ankit K. Patel, Asstt. Excise Guard	16462
48	Shri Sunil Pravin Dhodia, Asstt. Excise Guard	16462

**(VIII) The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:-** The department for expenditure under various heads as under for the year 2013-14.

( Rs. In thousands )

2039 State Excise 001 Direction & Administration 04 Daman & Diu	FY 2015-16	
	Non Plan	Plan
04.00.01 Salaries	13330	100
04.00.02 Wages	100	-
04.00.06 Medical Treatment	140	-
04.00.11 Domestic Travel Expenses	40	-
04.00.3 Office Expenses	765	1900
04.00.50 Other Charges	-	5500

**(IX) The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes :** Not applicable as there are no subsidy programmes

**(X) Particulars of recipients of concessions, permits or authorizations granted by it :** Not applicable, as there are no recipients of concessions

**(XI) Details in respect of the information available to or held by it, reduced in an electronic form :** Information not available in electronic form.

**(XII) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use :** Information is available in the office and every citizen can avail the same from the office on any working day.

The working hours of the office are from 10.00 A. M. to 5.00 P.M. from Monday to Saturday except on second Saturday.

**(XIII) The names, designations and other particulars of the Public information Officers :**

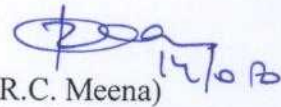
Name & Designation of Public Information officer

Shri R.C. Meena,

Deputy Commissioner of Excise,

Excise Department, Daman.

**(XIV) Such other information as may be prescribed : and thereafter update these publications every year :** -----



(R.C. Meena)

Deputy Commissioner of Excise,  
Daman.